



IC MEMORANDUM 09-25

TO: KEHP Insurance Coordinators

FROM: Department of Employee Insurance (DEI)

RE: Open Enrollment Reminder

DATE: October 8, 2009

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: <http://kehpn.ky.gov>

No one needs to tell us - Open Enrollment is stressful! It is busy and demanding for everyone involved. Here is some information that should make things flow more smoothly.

- **Qualifying Events:** Qualifying Events submitted after October 11, 2009, will be applied to member's plans for both the 2009 and 2010 plan years. If the member enrolls on the web, they should reflect the changes in their web enrollment. DEI will verify that approved Qualifying Events are reflected in both plan years.
 - **If a Qualifying Event should only apply to 2009:** Please write, across the top of the document **"2009 Plan Year Only"**
- **October 7, 2009**
 - Open Enrollment ID and Password letters will only be sent to members whose enrollment was entered into our system before the close of business on October 7th.
 - New employees not entered by this date will need to complete two applications, one for 2009 and one for 2010. The IC should enter these applications on the web.
 - If in doubt, have the member complete a paper application and then you can enter the application on the web.
- **ONLY FAX DOCUMENTS RELATING TO ACCESS TO CARE**
Please remember to call and let us know you are sending an Access to Care issue. **Send all other documents by mail.**
- **The only valid fax number for the Enrollment Branch is 502-564-1085.** Other fax numbers are located in different departments.
- **You will have until November 6, 2009 to enter Open Enrollment Applications on line.**

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Kentucky Transportation Cabinet

Thank you in advance for helping KEHP and all of its members have a successful Open Enrollment.



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